

**MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION
7 PM**

MARCH 12, 2019

ATTENDING: Mayor David Cleveland
Council Members: John Barnes, Pam Jack, James Record and Fabian Szarko
Village Administrator: Cheri Clark
Finance Officer: Cheryl Bennett
Attorney: Ken Swain

CALL TO ORDER: Mayor David Cleveland called the March 12, 2019 Regular Session Council meeting to order.

PUBLIC COMMENT: Sean Lowther – 5209 Fennell Street – expressed concerns about the lack of water pressure at different times in the community and the future water supply for Lake Park.

APPROVAL OF MINUTES: James Record made the motion to approve the February 12, 2019 Regular Session Council Minutes as presented. Pam Jack seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: John Barnes made the motion to adopt the March 12, 2019 Council Meeting Agenda as presented. Fabian Szarko seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Rucker shared that there were 71 calls for service in February and 10 alarm calls. There were 16 traffic stops in the month of February.

Captain Luke provided an overview of the county. Lake Park with two contract deputies is staffed appropriately based upon call volume within the municipality. It is the goal of the Sheriff's Office to be proactive rather than reactive and preventative patrols reduce crime. Violent crimes in Union County are way below the national and state levels. The Sheriff's Office clears 77% of the violent crimes that happen in Union County whereas at the state level 54% of violent crimes are cleared and on the national level only 45% of violent crimes are cleared. There were 992 Property crimes in Union County in 2017. A substantial number of property crimes could have been prevented if car doors had been locked. There is a Community Crime Map that anyone can sign up for and view daily.

UNIFIED DEVELOPMENT ORDINANCE: James Record made the motion to adopt the following text amendment changes to the Unified Development Ordinance and make necessary finds as set below. John Barnes seconded the motion.

Text Amendment 2019-01: Article 3

The proposed amendment will amend Article 3 to include a requirement of a survey with any application for development to assist the planning administrators in assuring compliance with the UDO.

Text Amendment 2019-02: Article 6

The proposed amendment will amend Article 6 to make minor changes to what constitutes certain districts in regards to small scale and large scale activities.

Text Amendment 2019-03: Article 8

The proposed amendment will amend Article 8 by modification of use regulations regarding prohibitions and allowances of such. The primary form of these amendments being modification of the use tables contained within the UDO.

Text Amendment 2019-04: Article 9

The proposed amendment will amend Article 9 to add development regulations and standards associated with telecommunications facilities.

Text Amendment 2019-05: Appendix

The proposed amendment will amend the Appendix to the Unified Development Ordinance by modifying or adding definitions.

Vote – Unanimous.

The Village Council has found, contemporaneously with the motion above that the proposed amendments set forth above to the Village of Lake Park Unified Development Ordinance, which serves as the comprehensive zoning plan for the Village, are consistent with the plan since the proposed amendments serve to provide a more detailed restatement of uses, provide compliance with applicable changes in law and add legislative guidelines to areas of use not previously addressed by the Unified Development Ordinance but necessary to implement a unified development plan. Pam Jack made a motion to approve the Consistency Statement. James Record seconded the motion. Vote – Unanimous.

Furthermore, the Village Council has found that the proposed amendments to the Village of Lake Park Unified Development Ordinance are reasonable and in the public interest in that the amendments provide clarification to existing ordinance provisions, address necessary changes to be compliant with North Carolina law, provide standards for telecommunications development and serve to enhance the ability of the Village to maintain public rights-of-way in a condition that is consistent with providing a safe environment for the movement of vehicles and pedestrians in the Village by seeking to eliminate potential obstacles to maintaining clear sight distance along public rights-of-way. Pam Jack made a motion to approve the Reasonableness Statement. John Barnes seconded the motion. Vote – Unanimous.

Note: A full and complete copy of all text changes that are being made to the Unified Development Ordinance as a result of the motion and findings are included in the minutes of the Council meeting and incorporated by reference as if fully set out. Mayor David Cleveland thanked the Planning Board and Attorney Ken Swain for all of their work on the text amendment changes to the UDO.

STRATEGIC PLANNING: Mayor Cleveland shared that the new action plans for Communications, Safety, Curb Appeal and Perceptions need to be incorporated into the Village of Lake Park Five Year Development Plan. The action plans from each committee are extremely helpful as the Village develops the 2019 – 2020 budget over the next couple of months. In 2017, the residents of Lake Park laid the foundation for the Five Year Plan through feedback and surveys. In 2018 based up safety concerns, the Village purchased a Lidar gun and a Radar Speed Sign to help reduce speeding in the Village. Curb Appeal contracted with the landscaper to have the grass between the curb and the asphalt removed and planted daffodils at the population sign on Lake Park Road. Perceptions in conjunction with Parks and Rec updated the interior of the Community Center with new flooring and paint. Communications created a new social media policy, started an official Facebook page, created a new newsletter format, continued the new resident welcome totes and started hosting quarterly resident mixers. The Safety Committee requested an additional battery for the radar sign. Fabian Szarko made the motion to appropriate \$100 from Contingency to Capital Outlay to fund the purchase of the battery. John Barnes seconded the motion. Vote – Unanimous. John Barnes made a motion to purchase the battery. James Record seconded the motion. Vote – Unanimous.

STORMWATER: The Churchill Pond inlet needs to be repaired. Pam Jack made a motion to approve \$2,600 for the repair. James Record seconded the motion. Vote – Unanimous.

COMMUNICATIONS: Council decided to delay voting on the “Village of Lake Park Policy for Elected Officials and Appointed Boards, Commissions and Committees Using Personal or Professional Social Media Platforms” document until April due to a clarification question under Professional and Personal Conduct Standards bullet five. What is the intent concerning professional social media accounts to circumvent election or campaign requirements?

PARKS AND RECREATION: James Record shared that the Landscaping RFP is out for bid. There is a mandatory bidders meeting on March 14th at 11 am and sealed bids are due on Friday, March 29th at noon. P&R will meet on April 1st at 6:30 to discuss the bids and will make a recommendation to Council on April 9th.

James Record provided Council a sample of the river rock for the cul-de-sac on Denise Drive. By consensus, Council approved the sample.

The Community Center men’s restroom urinal partition and stall hinges have been replaced. The exterior front columns have also been painted. P&R has ordered acoustic panels to put on the walls in the rental room to help control the sound. During hurricane Florence the Community Center developed a roof leak. WaynCo has tried to repair the leak on three different occasions and has been unsuccessful. It is Parks and Rec’s recommendation to not have WaynCo refurbish the Clocktower roof. P&R has a bid of \$5,878 to refurbish the Clocktower roof, paint the railings on the Clocktower and repair the roof at the Community Center.

The Little Library Eagle Scout project should be completed in April. The library will be located in the planter box next to the vet clinic.

Soccer Shots starts this week weather permitting. April 12th Union County P&R is hosting a movie night in Mathisen Square. April 13th is the annual Clean Sweep and July 1st is the Village's 25th anniversary. P&R requested Council feedback on what they would like to do to commemorate our 25th anniversary and when to have the celebration. Council would like to see the celebration held in conjunction with the annual Fourth of July festivities. Pam Jack volunteered to help with the event.

FINANCE OFFICER'S REPORT: Cheryl Bennett requested two tax refunds - \$378.49.

James Record made the motion to approve the two tax refunds. John Barnes seconded the motion. Vote – Unanimous. The Village of Lake Park has received our Audit Contract for the 2018 – 2019 fiscal year - \$4,620. Pam Jack made the motion to approve the audit contract. James Record seconded the motion. Vote – Unanimous. 99% of the 2018 ad valorem taxes have been collected and the delinquent taxes will be advertised March 17th. Council set the Budget Workshop for April 23rd at 7 pm. Attorney Ken Swain has reviewed the credit card contract and the contract does have a 30 day option to opt out. James Record made the motion to approve moving \$10,000 into the Fifth Third Credit Card account to fund the account and to prevent transaction charges. Fabian Szarko seconded the motion. Vote – Unanimous.

	Feb 19	Jul '18 - Feb 19	YTD Budget	% of Budget
General Fund				
Income				
Property Taxes				
Ad valorem current year	5,576.04	566,438.26	571,266.00	99%
Utility ad valorem	0.00	6,996.00	7,134.00	98%
Motor vehicle tax	7,670.46	48,314.61	83,545.00	58%
Ad valorem prior years	524.86	1,738.00	3,000.00	58%
Penalties and interest	358.65	1,152.45	2,500.00	46%
Total Property Taxes	14,130.01	624,639.32	667,445.00	94%
Other Taxes				
Stormwater Fees- current year	630.00	62,034.12	62,137.00	100%
Stormwater fees - prior years	60.00	60.00	250.00	24%
Total Other Taxes	690.00	62,094.12	62,387.00	100%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	14,000.00	0%
Sales and use tax	17,598.89	86,737.29	200,000.00	43%
Telecom. Sales Tax	0.00	377.89	1,825.00	21%
Elec. Sales Tax	0.00	28,876.29	101,000.00	29%
Video Prog. Sales Tax	0.00	4,502.56	20,100.00	22%
Piped Gas Sales Tax	0.00	1,578.25	7,100.00	22%
Solid Waste Disposal Tax	679.01	1,871.09	3,750.00	50%
Total State Shared Revenues	18,277.90	123,943.37	347,775.00	36%
Parks & Recreation Revenue				

Program Fees	193.00	594.00	1,500.00	40%
Facility Rentals	535.00	2,960.00	2,500.00	118%
Daily swim fees	0.00	9,408.10	12,000.00	78%
Season pass pool fees	0.00	385.00	50,000.00	1%
Total Parks & Recreation Revenue	728.00	13,347.10	66,000.00	20%
Other revenues				
Zoning Permits	150.00	831.00	1,200.00	69%
Approp. Fund Bal. Stormwater	0.00	0.00	55,000.00	0%
Approp. Fund Balance	0.00	0.00	58,983.00	0%
Civil Penalties	110.00	200.00	500.00	40%
Investment revenue	913.44	8,524.71	3,600.00	237%
Miscellaneous	2,415.72	5,145.62	2,120.00	243%
Total Other revenues	3,589.16	14,701.33	121,403.00	12%
Total Income	37,415.07	838,725.24	1,265,010.00	66%
Gross Profit	37,415.07	838,725.24	1,265,010.00	66%
Expense				
General Government				
Other Expenditures				
Contingency	0.00	0.00	10,500.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	750.00	750.00	100%
Prof. Fees - Engineering	0.00	1,167.41	18,000.00	6%
Repairs & Maint. Services	0.00	92,188.13	98,537.00	94%
Total Stormwater Expense	0.00	94,105.54	117,387.00	80%
Total Other Expenditures	0.00	94,105.54	127,887.00	74%
Planning and Zoning				
Zoning Admin. Services	1,089.08	8,712.64	13,069.00	67%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	0.00	0.00	4,000.00	0%
Legal Services	0.00	528.00	7,000.00	8%
Advertising	0.00	0.00	220.00	0%
Postage	0.00	6.70	80.00	8%
Supplies	0.00	99.08	300.00	33%
Training	0.00	150.00	800.00	19%
Total Planning and Zoning	1,089.08	9,496.42	26,069.00	36%
Gen. Govt. Personal Services				
Adm Assistant	1,130.50	8,673.50	13,300.00	65%
Clerk/Tax Collector	5,731.08	45,848.64	68,773.00	67%
Council	0.00	6,403.00	12,806.00	50%
Finance Officer	1,514.17	12,113.36	18,170.00	67%
Mayor	0.00	2,626.50	5,253.00	50%

Payroll Expenses	724.05	6,497.39	10,150.00	64%
Total Gen. Govt. Personal Services	9,099.80	82,162.39	128,452.00	64%
Professional Fees				
Auditing Services	0.00	4,820.00	4,820.00	100%
Legal Services	0.00	3,840.00	12,000.00	32%
Total Professional Fees	0.00	8,660.00	16,820.00	51%
Supplies and Materials				
Office	69.99	2,641.70	6,100.00	43%
Total Supplies and Materials	69.99	2,641.70	6,100.00	43%
Services				
Communications	132.23	666.57	3,000.00	22%
Advertising	0.00	0.00	300.00	0%
Membership and dues	0.00	5,152.00	5,200.00	99%
Bank charges	54.94	521.82	950.00	55%
Elections	0.00	0.00	0.00	0%
Insurance/bonds	0.00	9,930.23	9,931.00	100%
Miscellaneous oper. exp.	0.00	33.89	969.00	3%
Website/flyers	0.00	900.00	1,500.00	60%
Printing & Delivery Newsletter	0.00	1,380.69	2,350.00	59%
Postage	0.00	420.16	660.00	64%
Property Tax	0.00	261.69	400.00	65%
Tax collection	245.68	1,413.96	2,000.00	71%
Telephone	487.45	3,895.22	5,760.00	68%
Training	0.00	0.00	600.00	0%
Travel	89.90	376.55	1,200.00	31%
Total Services	1,010.20	24,952.78	34,820.00	72%
Capital Outlay				
Furniture/Office	0.00	0.00	7,000.00	0%
Sidewalk repairs	0.00	2,874.00	25,000.00	11%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	0.00	2,874.00	42,000.00	7%
Total General Government	11,269.07	224,892.83	382,148.00	59%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	0.00	1,000.00	0%
Janitorial /Cleaning Supplies	0.00	158.22	250.00	63%
Food/Provisions - events	0.00	1,607.97	3,500.00	46%
Pool Supplies	0.00	4,937.63	6,500.00	76%
Total Parks/Rec. Supplies & Materials	0.00	6,703.82	11,250.00	60%
Parks/Rec Services				
Pool management fee	1,100.00	18,250.50	52,430.00	35%
Pool Operations	0.00	510.00	7,100.00	7%

Comm. center maintenance	510.67	4,279.01	9,400.00	46%
Seasonal Decorations	1,911.27	14,387.44	18,000.00	80%
Events Services	0.00	2,655.75	3,000.00	89%
Water/Sewer	0.00	3,359.43	8,000.00	42%
Natural Gas	126.52	451.57	700.00	65%
Total Parks/Rec Services	3,648.46	43,893.70	98,630.00	45%
Maintenance of Common Areas				
Landscaping	10,833.33	88,936.64	150,550.00	59%
Park maintenance	5,310.72	19,414.83	48,545.00	40%
Pond maintenance	1,381.50	11,052.00	19,600.00	56%
Electric Maintenance	0.00	4,777.00	10,500.00	45%
Repairs of Common Areas	0.00	0.00	2,000.00	0%
Total Maintenance of Common Areas	17,525.55	124,180.47	231,195.00	54%
Parks/Rec Capital Outlay				
Two Welcome Signs	0.00	0.00	5,000.00	0%
Reserve for Tennis Court	0.00	0.00	10,000.00	0%
Connies Pond Walkway	0.00	0.00	5,000.00	0%
Reserve for Playground	0.00	0.00	5,000.00	0%
Pool Cover and Drain	0.00	7,795.11	11,000.00	71%
Basketball court resurfacing	0.00	0.00	0.00	0%
Total Parks/Rec Capital Outlay	0.00	7,795.11	36,000.00	22%
Total Parks & Recreation	21,174.01	182,573.10	377,075.00	48%
Public Services/Safety				
Capital Outlay Radar Speed Sign	0.00	3,683.00	4,000.00	92%
Electric bills	7,944.22	70,933.39	112,888.00	63%
Street Signs	247.00	7,338.00	7,500.00	98%
Waste Collection	12,998.32	105,387.24	189,000.00	56%
Law enforcement	0.00	144,298.80	192,399.00	75%
Total Public Services/Safety	21,189.54	331,640.43	505,787.00	66%
Total Expense	53,632.62	739,106.36	1,265,010.00	58%
Net General Fund	16,217.55	99,618.88	0.00	100%
Powell Bill				
Other Income				
Fund Bal. from Powell Bill	0.00	0.00	175,000.00	0%
Interest - Powell Funds	0.00	1,360.94	200.00	680%
Powell Bill Revenue	0.00	95,256.67	96,050.00	99%
Total Other Income	0.00	96,617.61	271,250.00	36%
Other Expense				
Street Exp. - Powell Bill	0.00	138,701.55	271,250.00	51%
Total Other Expense	0.00	138,701.55	271,250.00	51%
Net Powell Bill	0.00	-42,083.94	0.00	100%

Net Excess of Rev. over Exp.

16,217.55

57,534.94

0.00

100%

PUBLIC SERVICES (Street, Waste Collection & Lighting): Pam Jack shared that the Waste Collection contract has been signed.

John Barnes shared that he is in the process of getting a quote from Baucom Electric to replace all the electrical work around the trees and shrubbery at the Clocktower.

COMMUNICATION INFORMATION: Items to be included in the April newsletter: Text amendment changes to the UDO, Safety information, Strategic plan accomplishments for 2018, Union County Community Map, P&R, Events, Don't feed the geese and aggressive behavior during nesting and Pool Membership form.

COUNCIL COMMENTS: There were no Council comments.

ADJOURN: Fabian Szarko made the motion to adjourn. Pam Jack seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

